

May 3, 2012

The Board of Public Works met at 4:00p.m. on the above date in the Meeting Room at City Hall Annex with Mayor Tucker presiding with Members Fuelling and Curtis attending. Others attending were Chief Beloit, David Mastison, Superintendent Givens, Attorney Higgins, Vicki Bethel, Megan Hollander – Economic Development Coalition of S.W. Indiana, Ann Cottrell – Alexandrian Public Library, Andrea Santoro, Pam Robison – Posey County News and Sara Manifold – Mt. Vernon Democrat.

Mayor Tucker called the meeting to order by stating members were either mailed or hand carried copies of the previous meeting and by asking if there were any corrections or additions. He added if not, he entertains a motion to waive their reading and to approve the minutes as presented.

Member Fuelling moved the reading of the minutes be waived and they be approved as presented.
Seconded by Member Curtis.

Mayor Tucker asked if there was any discussion.
There was none.

Mayor Tucker stated all those in favor of the motion should signify in the affirmative; and following the vote, he reported the motion carried unanimously.

Mayor Tucker requested action on the claims presented.
Board Member Curtis moved the claims presented be allowed for payment.
Seconded by Board Member Fuelling.

Mayor Tucker asked if there was any discussion.
There was none.
Mayor Tucker stated all those in favor of the motion should signify in the affirmative; and following the vote, he reported the motion carried unanimously.

*****Claims*****

Mayor Tucker stated they will now hear the reports of the Departments.

Chief Beloit stated he had no report.
Mayor Tucker asked if there were any questions.
There were none.

David Mastison was present for Chief Dixon, he stated he had no report.
Mayor Tucker asked if there were any questions.
There were none.

Superintendent Givens stated he had a couple things to mention to the Board. Supt. Givens stated they had received an audit from the Insurance over safety procedures. He stated they have typed up SOP's and would like for the Board to look it over and give approval. He stated Cynthia Hyatt from the Insurance has looked it over and said it looked very good, with a few

suggestions for changes. Supt. Givens stated a few changes were made and he would now like the Board of Works to approve them.

Mayor Tucker asked if they can take a look at them and discuss it at the next Board of Works.

Supt. Givens stated yes.

Board Member Fuelling asked if they should know about the changes and if they were significant.

Superintendent Givens stated they currently don't have any SOP's.

Mayor Tucker stated they will take a look at it and discuss it at the next meeting.

Board Member Curtis stated they can put an adopted date on it.

Mayor Tucker asked if there was any discussion.

There was none.

Superintendent Givens stated the next item he wanted to bring before the board was to discuss a manhole. He stated he has a lady who has a manhole in her backyard that is caving in. He stated they have run water and it has water coming in the bottom and the sides. Superintendent Givens stated he has called Culy and they will epoxy and seal the inside of the manhole. He stated to do one manhole is expensive but Culy stated 7-10 would be cheaper. He stated he doesn't have a dollar amount yet. Superintendent Givens stated the owner has been nice. He stated if Culy could come in and spray the inside that would be best.

Member Curtis stated they have sprayed others before and did a good job. He told Superintendent Givens to get the info from them.

Superintendent Givens asked if we can't find 7-10 can we still do it.

Member Curtis stated we are not saving money if you are trying to find 7-10 to get a cheaper price unless you have a list currently.

Board Member Fuelling told Superintendent Givens to get the price for just the 1.

Member Curtis stated we might have to still do so some fill in even when Culy is done.

Superintendent Givens stated yes.

Board Member Fuelling agrees to get research on the 1 manhole and see if we have other ones we may have.

Board Member Curtis agrees to get a price on the 1. He stated he doesn't have a problem with spending a little more on just the 1.

Mayor Tucker asked if there was any discussion.

There was none.

Street Commissioner Maynard was absent.

Mayor Tucker stated the next item on the agenda is Legals.

Clerk-Treasurer Dike stated she would like permission to submit a letter to the County Auditor for an advance draw for our tax settlement.

Board Member Fuelling makes a motion to allow Clerk-Treasurer Dike to ask for an advance draw from the County Auditor for our tax settlement.

Seconded by Board Member Curtis.

Mayor Tucker asked if there was any discussion.

There was none.

Mayor Tucker stated all those in favor of the motion should signify in the affirmative and following the vote, he reported the motion carried unanimously.

Mayor Tucker stated the next item on the agenda is the contract with Umbaugh.

Mayor Tucker stated the Council has indicated with all the tax caps the City has been hit with possibly having a 3rd party take a look at our budgets. He stated they have a contract from Umbaugh who will take a look at 2011, 2012 so far and help with 2013. Mayor Tucker stated they will look at flow and caps. He stated he would like to get this moving so they have time to look at it. He stated they could possible have their first meeting at the end of this month and in June submit budgets. He stated he would like to give Umbaugh time to look at everything. He stated he would like approval from Board and permission to sign contract. He stated Umbaugh is not to exceed \$6,000.

Board Member Curtis asked what the contract entailed.

Mayor Tucker stated it would entail compiling schedules of cash receipts, cash disbursements and fund balances of all major funds, compile a projection of cash receipts, cash disbursements and fund balances of the major funds that support City operations for the Calendar year 2012 through and including 2013. Mayor Tucker stated they will recommend a level of minimum fund balances to maintain, identify potential funding deficits and shortfalls in revenues and provide a preliminary report of their findings.

Board Member Curtis stated lets move on it and see what they recommend. He stated it seems reasonable to do it.

Board Member Curtis made a motion to allow Mayor Tucker to proceed with contract with Umbaugh.

Seconded by Board member Fuelling.

Mayor Tucker asked if there was any discussion.

There was none.

Mayor Tucker stated all those in favor of the motion should signify in the affirmative and following the vote, he reported the motion carried unanimously.

Mayor Tucker asked if there were any other legals to bring before the board.

Attorney Higgins stated she is before the board along with Vicki Bethel from the sewer plant to let them know they are in the process of working on sewer liens. Attorney Higgins stated that Kim Morrow at the Water Works has printed off reports and given them to Ms. Bethel who will now find land owners and legal descriptions of properties. She stated this is for sewer only not water. Attorney Higgins stated if a tenant runs up a bill, then the owner will get the bill. She

stated the owners will be given notices and will get letters of the unpaid bill. She stated we can put liens on sewer and sanitation but not water.

Attorney Higgins stated if the bill is not paid the lien will be placed on the property and paid with the property taxes. She stated she would like the Board of Works to say yes go forward with this. She stated this is mentioned in the audit reports every year that it is not being done. She stated any expenses we incur can be placed on the bill. She stated we will do all of this in house.

Vicki Bethel stated she already has a list for 2012.

Attorney Higgins stated in regards to liens there is a time restriction.

Vicki Bethel asked if there is a certain amount we will want to right off and not do liens.

Attorney Higgins stated \$ 40.00 or less. She explained that if John Doe stops a water account with unpaid balance the account will stay open, so if John Doe comes back to open an account he must pay the unpaid balance. But she stated they can write off less than \$40.00.

Board Member Curtis stated so by keeping them on would help if they came back on as a customer.

Attorney Higgins stated yes.

Board member Curtis stated we will only do the lien process over \$40.00 but if it is less than \$40.00 keep it on the books.

Superintendent Givens stated in New Harmony they have a \$5.00 processing fee.

Attorney Higgins stated the \$5.00 fee is statutory fee.

Superintendent Givens stated there is no fee for time spent.

Attorney Higgins stated we could charge a processing rate for example if it takes a hour for Kim and a hour for Vicki we take 2 hours times their hourly rate for the billing clerk and secretary equivalent to their rates.

Vicki Bethel stated she will meet Monday with Nancy Hoehn and her staff as to how to use the web site.

Attorney Higgins stated we are looking at fees of \$60.-70.00 on top of their delinquent fees. She stated there will be recording fees, a \$5.00 statutory fee, she stated the Auditor shall charge \$15.00 and \$35.00 of fees we could incur.

Attorney Higgins stated this would have to be either be delivered by certified mail or delivered in person.

Board Member Curtis asked what time frame do people have.

Vicki Bethel stated 60 days after the account is shut off when they are longer customers.

Attorney Higgins stated 60 days plus an additional 20 days for 80 days.

Attorney Higgins stated that once it is certified and recorded the customer can not pay the bill at the waterworks anymore.

Board Member Fuelling stated according to Indiana Codes we should have been doing this. He asked what is keeping us from going back and doing older ones.

Attorney Higgins stated there is an 80 day window. She stated she would like the Board of Public works blessing to start the process.

Board Member Curtis made a motion to authorize Vicki Bethel the approval to move forward with the sewer lien process.

Seconded by Board Member Fuelling.

Mayor Tucker asked if there was any discussion.

There was none.

Mayor Tucker did a roll call vote; Board Member Fuelling – yes, Board Member Curtis – yes, Mayor Tucker – yes.

Mayor Tucker stated all those in favor of the motion should signify in the affirmative and following the vote, he reported the motion carried unanimously.

Superintendent Givens stated with approval of the sewer liens he would like to increase his petty cash which is now at \$100.00

Board Member Fuelling asked how much.

Superintendent Givens stated \$300.00.

Attorney Higgins stated there needs to be a Resolution in place.

Board Member Curtis stated the petty cash needs to be reconciled and brought up to \$300.00 on a regular basis.

Board Member Fuelling stated this needs to be done monthly.

Board Member Curtis stated monthly.

Superintendent Givens stated he could turn receipts in with every payroll.

Board Member Curtis liked that.

Board Member Curtis stated he would like to make a Resolution to allow the sewer department to increase their petty cash to \$300.00 with receipts to be turned in bi-weekly that coincides with the bi-weekly payroll.

Seconded by Member Fuelling.

Mayor Tucker asked if there was any discussion.

There was none.

Mayor Tucker stated all those in favor of the motion should signify in the affirmative and following the vote, he reported the motion carried unanimously

Attorney Higgins stated the other item she has on the legal portion of the agenda is regarding the vacation of an alley. She stated she was asked by an architect working on the Landing. He asked her if the Board would consider vacating the west half of the East/West alley along the Park/Rec Armory. They would like the alley vacated as a public alley. She stated the sewer lines and fiber optic will be preserved. Attorney Higgins stated she would like the Board to precede request to the Council. Attorney Higgins stated the Landing will have a walkway above the alley with 2nd and 3rd floors over.

Attorney Higgins stated she would like the Board to proceed with the Alley Vacation to the City Council. She stated they are closing in September and they need this done before closing.

Board Member Curtis stated if something could change, do we want to vacate.

Attorney Higgins stated this needs to be done before the loan closing. She stated it could take 60 days to vacate. She stated in the event something happens we could revoke the ordinance.

Board Member Fuelling makes a motion to proceed with the alley vacation: West half of the East/West alley along the Park/Rec Armory to the City Council.

Seconded by Board Member Curtis.

Mayor Tucker asked if there was any discussion.

There was none.

Mayor Tucker stated all those in favor of the motion should signify in the affirmative and following the vote, he reported the motion carried unanimously.

Mayor Tucker stated the next item on the agenda is presentations from the Audience.

He stated Megan Hollander with the Economic Development Coalition of S.W. Indiana is here to have the Mayor sign some paperwork. She stated she has paperwork and a claim for Kieffer Bros. She stated she also has paperwork and a claim for Bernarndin, Lochmuller and Associates and Blankenberger Bros. Inc. She stated once this paperwork is signed she will send into OCRA for payment.

Mayor Tucker asked if there was any discussion.
There was none.

Mayor Tucker stated they also have Ann Cottrell with the Alexandrian Public Library here to request permission for a street closing. Ann Cottrell approached the board and stated they will be having a program at the library called Big Rigs. She stated this program will allow kids to sit behind the wheel of large vehicles. She stated they have several vehicles and would like to have the street closed to park these vehicles on. Mrs. Cottrell stated this would be on June 27th and they would like to close 5th Street from Main to College from 12:30 to 4:00p.m. She stated this is allowing for time before and after.

Board Member Fuelling made a motion to allow the Alexandrian Public permission to close 5th Street from Main to College from 12:30-4:00p.m. for the Big Rigs Program.
Seconded by Board Member Curtis.

Mayor Tucker asked if there was any discussion.
There was none.

Mayor Tucker stated all those in favor of the motion should signify in the affirmative and following the vote, he reported the motion carried unanimously.

Mayor Tucker stated next on the agenda we have Andrea Santoro in the audience requesting a street closing for a Memorial Day block party.

Andrea Santoro approached the Board and stated she lives at 621 Locust Street. She stated they would like to have a block party on Memorial Day and would like to request to close Locust Street from 6th to 7th Street from around 10-5:00pm. She stated she realizes the City is off on Memorial Day and the barricades could be dropped off before.

Board Member Curtis made a motion to allow the block party and close Locust Street from 6th to 7th Street on 5/28/12 from 10:00-5:00pm.
Seconded by Board Member Fuelling.

Board Member Fuelling stated someone needs to make sure Roy knows about the barricades.

Mayor Tucker asked if there was any discussion.
There was none.

Mayor Tucker stated all those in favor of the motion should signify in the affirmative and following the vote, he reported the motion carried unanimously.

Mayor Tucker asked if anyone had anything under Old Business.
There was no response.

Mayor Tucker asked if anyone had anything under New Business.
There was no response.

Mayor Tucker stated if there were no further business, he entertains a motion to adjourn. Board Member Fuelling moved the meeting be adjourned.
Seconded by Board member Curtis.

Mayor Tucker stated all those in favor of the motion should signify in the affirmative; and following the vote, he reported the motion carried unanimously and adjourned the meeting.

John Tucker
Mayor

ATTEST:

Denise Dike
Clerk-Treasurer